



# MARION COUNTY JUSTICE REINVESTMENT COUNCIL BYLAWS



**1. Name**

This advisory board is known as the Marion County Justice Reinvestment Council (JRIC).

**2. Mission**

The Justice Reinvestment Council oversees Justice Reinvestment in Marion County. Justice Reinvestment is an approach to spending resources more effectively with the goals of reducing recidivism, decreasing prison use, protecting the public and holding offenders accountable. The focus of the council is within three distinct areas: Justice Diversion, Prison Diversion, and Reentry Services. Related to these areas, the council provides advisory oversight of the following programs: Justice Reinvestment, Improving People's Access to Community Treatment, Supports and Services (IMPACTS), Law Enforcement Assisted Diversion (LEAD), Pre-Trial Justice, Stepping Up Initiative, Mobile Crisis Response Team (MCRT), and Community Crisis Outreach Services (CCOS).

**3. Purpose of Marion County Justice Reinvestment Council**

The council serves the public interest by advising the Sheriff in an ethical and responsible manner in matters relating to Justice Diversion, Prison Diversion, and Reentry services in Marion County. The council shall be subject to the laws applicable to public bodies.

**4. Membership**

- a. **Appointment.** The council is comprised of up to 19 voting members, who are appointed by the Sheriff. Members are appointed for terms coinciding with the elected term(s) of the presiding Sheriff. The council may recommend proposed members for appointment to the Sheriff. The council will forward recommendations to the chair for consideration prior to making a recommendation to the Sheriff for appointment. All appointments are subject to the Sheriff's discretion and approval by the Board of Commissioners.

**Representation.**

The following council members are appointed by county position, have the authority to vote, and will remain members of the council as long as they hold the identified positions:

- Marion County Commissioners or designee
- Marion County Sheriff and Undersheriff
- Marion County District Attorney or designee



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- Sheriff's Office Community Corrections Commander
- Marion County Community Services Director
- Marion County Health and Human Services Administrator or designee

At least one representative may be appointed and has the authority to vote from organizations including, but not limited to:

- Bridgeway Recovery Services
- Chemeketa Community College
- City of Salem – City Council or Police Department
- Emergency Medical Providers (ambulance providers, fire districts)
- Marion County Defense Bar
- Mid-Willamette Valley Community Action Agency
- Salem Health
- Strategic Economic Development Corporation (SEDCOR)
- Union Gospel Mission of Salem
- Victim Services
- WorkSource Oregon
- Business Member

b. **Non-voting members.** The Sheriff may appoint representatives as non-voting members from organizations including, but not limited to:

- Oregon Legislative Assembly

c. **Duties/expectations.** Members will attend meetings and complete tasks assigned by the chair. Members are expected to be knowledgeable about the essential matters confronting the Marion County Justice Reinvestment Council, including bylaws, policies, and applicable laws. Members are expected to assist each other in orientation and education related to council responsibilities and the services associated within the criminal justice system.

## 5. Termination

a. **Removal.** Council members serve at the pleasure of the Sheriff, who may remove a council member when it is in the interest of the council to do so.

b. **Resignation.** Members may submit resignations in writing to the council chair. The chair will announce resignations at the next regularly scheduled meeting. The chair will forward a copy of the resignation to the Sheriff.



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## 6. Attendance

Council members are expected to attend regularly scheduled meetings. If a member misses more than three consecutive meetings, it may result in removal by the Sheriff.

## 7. Meetings

- a. **Public meetings law.** The council is a public body subject to the public meetings and records law as stated in ORS Chapter 192. All meetings will be open to the public.
- b. **Regular meetings.** The council meets quarterly. Regular meetings may be canceled or changed to another specific place, date and time provided that actual notice is given.
- c. **Notice.** The council will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and the general public. Notice will include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner which maximizes the potential of the public to be aware of the proceedings and to participate.
- d. **Special meetings.** Special meetings may be called by the council chair by notifying all members by electronic mail and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. Notice should be provided as soon as possible to encourage public participation.
- e. **Place of meetings.** Council meetings are generally held at Courthouse Square, 555 Court Street NE, Salem Oregon. Members may attend either in person or electronically by conference video or telephone so long as persons in attendance, by video and by telephone, can hear and communicate with each other.
- f. **Quorum.** A majority of the appointed, voting council membership will constitute a quorum for the transaction of all business at meetings.
- g. **Decision making procedure.** Each voting council member will be entitled to one



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vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute fiduciary and statutory obligations. Majority is defined as a majority of the appointed, voting membership.

- h. **Minutes.** The staff member assigned to the council will prepare meeting minutes. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one week prior to the quarterly meeting. Staff will also distribute minutes to the Sheriff and post minutes on the Marion County website.
- i. **Agendas.** Items may be placed on a meeting agenda by any council member. The agenda will be distributed to members at least five days prior to a regular meeting.

## 8. **Officers**

- a. **Chair and vice-chair appointment.** The Sheriff will appoint a chair and vice-chair.
- b. **Chair responsibilities.** The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce council bylaws and will guide the conduct of public meetings. The chair is the official council representative and will be the official spokesperson to the media.
- c. **Vice-chair responsibilities.** In the absence of the chair, the vice-chair will assume the chair's responsibilities. If neither the chair nor vice-chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.
- d. **Vacancies or removal of officers.** The Sheriff may remove a chair or vice-chair upon the recommendation of the council or when it is in the interest of the council or the county to do so. If the chair is removed, the vice-chair will assume the chair's position. If the vice-chair is removed, the Sheriff will appoint a member to the position.

## 9. **Special committees**

The council may authorize the chair to appoint members to special committees as necessary to deal with specific problems or issues. All appointed special



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committees are required to report their information and/or recommendations to the council.

## 10. Conflicts of interest

- a. **Declaration.** Council members are expected to comply with ORS 244.020, 244.040(1), and 244.120 to 244.130, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Council members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- b. **Potential conflict defined.** A potential conflict of interest exists when a council member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The council member may participate in an action after declaring the potential conflict and announcing its nature.
- c. **Actual conflict defined.** An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or avoidance of a detriment to the council member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

## 11. Amendment to bylaws

- a. **Initiated by Council.** The council may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the council will be forwarded to the Sheriff and board of commissioners for review and approval. In accordance with Marion County Administrative Policy 203, bylaws must be reviewed by the council every three years and submitted to the Sheriff and board of commissioners by the council chair for review and approval.
- b. **Initiated by Sheriff.** The Sheriff may initiate changes to the bylaws. These changes will be submitted to the council for review and consultation prior to adoption.
- c. **Distribution.** Upon the Sheriff's approval of bylaw amendments, the designated staff will make any required revisions to the bylaws and distribute them to all



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council members.

**12. Community relations/public input**

Members of the public are welcome to attend council meetings. Public comments are accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the council may contact either the chair, the vice-chair, or staff of Marion County Sheriff's Office.

**ADOPTED BY Marion County Justice Reinvestment Council,**

this 23<sup>rd</sup> day of January 2023.

[Signature]  
Chair

**APPROVED BY THE MARION COUNTY SHERIFF'S OFFICE**

[Signature]  
Sheriff

Date: 1-23-2023

**APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS**

[Signature]  
Chair

[Signature]  
Commissioner

[Signature]  
Commissioner

Date: 1-25-2023